

**MINUTES OF THE GENERAL MEETING
OF THE BIGFORK COUNTY
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on November 9, 2022, at 1:00 pm at the district office. Board President Cahill presided.

ATTENDEES:

Directors: Tom Cahill, Jerry Turley, Seth Price, Alida Tinch
District: Julie Spencer, Sergio Lopez, Tyler Hantz, Cindy Inabnit, John Inabnit
Engineering: Jeff Cicon P.E, Morrison-Maierle (Zoom); Ben Miller Morrison-Maierle
Public: Joan Davis, Diane Goodrich, Jim Goodrich

Pledge of Allegiance

Public Comment: Diane Goodrich mentioned that they came to observe. They purchased the Bacon Park Property. Joan Davis asked about where to find the minutes. Spencer explained that Luisa had worked with the district's website firm and Flathead County to create a link from the district's website to Flathead County's Board minutes files.

READ AND APPROVE MINUTES

The minutes of the October 7, 2022, General Board Meeting were reviewed for approval. Cahill made a comment that signing up for alerts on the district website can keep members of the public up to date with scheduling changes, and other items of interest. Cahill called for a motion to approve the minutes. Turley made a motion to approve the minutes. Tinch seconded, and it was unanimously,

RESOLVED, That the minutes of the October 7, 2022, Board Meeting be approved.

READ AND APPROVE AGENDA

Cahill asked for discussion, no further discussion. Cahill called for a motion to approve the agenda. Price made a motion to approve the agenda. Turley seconded, and it was unanimously,

RESOLVED, That the agenda be approved.

CONSENT AGENDA

Cahill asked for discussion. Cahill called for a motion to approve the consent agenda. Price made a motion to approve the consent agenda. Turley seconded, and it was unanimously,

RESOLVED, That the consent agenda be approved.

Public Comment: None

OLD BUSINESS

Operator's Report: Lopez gave the report. He explained that the higher water loss numbers are likely the result of extra flushing due to construction related activities during the summer. Now that the tanks have been filled, water loss should level out. The last of the summer sludge is being hauled to the farm for injection.

Engineering Update:

Task Order #36: Bay Sewer Replacement Project-Project is complete.

Task Order #37: Water Tank and Transmission Line Project:

- DN Tanks has completed the tank and demobilized from the site. S&L has cleaned, disinfected, and filled the tank. The next step is to complete the hydrostatic (leak) testing.
- S&L has installed the additional control valves between the valve vault and tank. They have resumed site work, including parking pad and perimeter security fence. The next step will be to backfill on the uphill side of the tank.
- Weekly construction meetings are held on Tuesday at 1:30 pm to discuss the progress and any issues that come up as well as managing the day-to-day construction activities.
- S&L submitted a revised schedule to complete the project and the District has agreed to award 49 additional calendar day to complete the project. Of the 49 days, 21 are for the additional valves installed between the valve vault and tank and 28 days are for project delays with MDT permitting, rock trenching, and DN Tanks scheduling delays. To cover the construction administration for the additional contract time, an engineering contract amendment is needed. Morrison-Maierle will not charge for the 21 days related to the valve install since it was an oversight on our part. In addition, there is sufficient budget remaining to cover a portion of the 28 days. As such, Morrison-Maierle is requesting an additional 14 calendar days of construction administration, which is reflected in Amendment #3 to Task Order #37.

Board Action Item: Amendment #3 to Task Order #37 of the Engineering Services Agreement. The Board has the following options:

1. Approve Amendment #3 to Task Order #37 of the Engineering Services Agreement in the amount of \$19,700.
2. Other as recommended by the Board.

Cahill asked for a motion to approve Amendment #3 to Task Order #37 in the amount of \$19,700.00. Turley made a motion to approve Amendment #3 to Task Order #37. Tinch seconded, and it was unanimously,

RESOLVED, That Amendment #3 to Task Order #37 be approved.

- S&L has submitted Application for Payment #10 for completed work to-date. Morrison-Maierle has reviewed the application and determined it to be correct and complete.

Board Action Item: Payment Application #10 to S&L Underground, Inc. The Board has the following options:

3. Approve Payment Application #10 to S&L Underground, Inc. in the amount of \$307,903.01 (+ \$3,110.13 Gross Receipt Tax).
4. Other as recommended by the Board.

Cahill asked for a motion to approve Payment Application #10 to S&L Underground, Inc. in the amount of \$307,903.01 + \$3,110.13 Gross Receipt Tax for completed work-to-date. Price made a motion to approve Payment Application #10 to S&L Underground. Tinch seconded, and it was unanimously,

RESOLVED, That Payment Application #10 to S&L Underground be approved.

Cicon reported that he is working on a response to Maguire Iron and suggests including a requirement for a third-party inspector to certify the repairs.

Task Order #39: Preliminary Engineering Report Update & Sewer Modeling

- **Mark Rohweder, the engineer for the Greater Woods Bay Sewer has contacted the District about budgeting for Plant Investment Fees to be included in a Preliminary Engineering Report.**

Funding Applications:

- *Montana Coal Endowment Program (MCEP): Submitted May 19, 2022, allocated by the State Legislature. Anticipated award: Summer 2023.*
- *DNRC-RRGL: Submitted May 16, 2022, allocated by the State Legislature. Anticipated award: Summer 2023.*
- *SRF: SRF currently has 75% loan forgiveness on projects.*

Development Review

The following table provides an update on the development projects in the District.

Development	Plan Status	Project Status
The Settlement	Approved by MMI MDEQ Approved	<ul style="list-style-type: none">• Pre-construction conference held on 11/2/2021 and 10/6/2022• Bonding letter has not been received; status is unknown.• Started construction on the sewer system• Morrison-Maierle stopping by periodically in conjunction with the tank project
The Fort Subdivision	Approved by MMI MDEQ Approved	<ul style="list-style-type: none">• Pre-construction meeting on 8/30/2022• Construction has started, Morrison Maierle stopping by periodically in conjunction with the tank project.
Ridgeview Lot 5	Reviewed by MMI No MDEQ Approval	<ul style="list-style-type: none">• Reviewed plans and responded in a letter dated 1/31/2022.• Reviewed the resubmittal on 3/31/2022 and provided comments to Julie.• Waiting on MDEQ approval.
Saddlehorn No. 13	Not Submitted	<ul style="list-style-type: none">• Met with Mike Fraser and Doug Peppmeier with TDH on 3/15/2022• No plans have been submitted.
North Shore Woods	Not Submitted	<ul style="list-style-type: none">• Received updated preliminary water and sewer layouts. Layouts appear to be consistent with previous discussions.

NEW BUSINESS

- **ARPA Documents**—Spencer explained that Flathead County was awarded funds that were to be used for water and sewer projects. Flathead County does not handle water and sewer projects, so will act as a Pass-Through Entity. Flathead County developed some forms for the Water and Sewer District who will complete the projects to ensure that they meet all Federal, State, and Local government requirements. These forms are specific to the Icebox Tank project.

Cahill asked for discussion. After reviewing the documents, Cahill called for a motion to approve the ARPA documents. Tinch made a motion to approve the ARPA documents. Turley seconded, and it was unanimously,

RESOLVED, That the ARPA documents be approved.

- **Neptune 360 Quote**—Lopez explained due to software updates, existing meter reading software will be obsolete. The equipment to read the meters is not changing, just the software.

Cahill asked for discussion. Cahill called for a motion to approve the Neptune 360 Quote. Tinch made a motion to approve the Neptune 360 Quote. Turley seconded, and it was unanimously,

RESOLVED, That the Neptune 360 Quote be approved.

COMMITTEE REPORTS

Annexation, Main Extensions & Construction

- **Accounts 1799-00 and 1800-00** Cicon discussed the Zoom meeting with Toby MacIntosh from Jackola Engineering regarding the water and sewer main extensions near Blenn Street. Toby is proposing part gravity, part low-pressure sewer mains with pumps for buildings that are not able to be served by gravity. Water main extensions were also discussed to serve the northern two buildings owned by Hollands. Cahill suggested cost saving options that would still meet district and state requirements. Davis had questions about which things could be included. Spencer suggested checking with Toby.
- **Ranch Water & Sewer District Contract** Spencer discussed the issues of sharing a tank and equipment with another district. Putting expectations in writing is essential to continuing the relationship.
- **Bigfork Motorcoach RV Resort Contract** Cahill suggested reminding the RV Park to install the backflow device on the water system. John Inabnit noted that the water is off for the season. Water can not be turned on again in the spring unless a backflow device is installed.

District Investments

- Tinch would like a list of all current investments, rates, and due dates. Spencer will provide.

Employee Insurance, Compensation & Certification, Safety

- Employee Handbook still being worked on.
- Health Insurance Renewal—Cahill said he had reviewed. There is a small increase in premiums. Main change in coverage is a reduction in price for virtual doctor visits.

Pretreatment Regulations

- Spencer noted that she received documents from the Golden Triangle Brewery. She will set up a meeting with the committee to discuss.

Budget and Rate Structure

- Hook-up rates still under review

Rules and Regulations

- Helberg would like to be present before approval

Farmland

- Cahill discussed putting off additional pivot until after building is completed.
- Ben met Sergio and John at the farm to put together site and size requirements for a maintenance/storage building. Cahill requested a motion requesting Morrison-Maierle to provide a Task Order for developing a Conceptual Plan. Tinch made a motion to approve requesting a Task Order for a Conceptual Plan. Turley seconded, and it was unanimously,

RESOLVED, That the request for a Task Order for a Conceptual Plan be approved.

COMMUNICATIONS

- 269 Eagle Bend Drive-Spencer noted that both sides of the duplex have had freezing issues in the past. Operators recorded pressure of 120 psi which is within operating range for district equipment.
- 126 Beach Road-Board suggested staff complete the vendor application with DPHHS.

Cahill mentioned that Spencer will be out of town during the December meeting. Board agreed to have Spencer Zoom for the meeting instead of changing the date.

Cahill called for the public meeting to be adjourned. Price made a motion to adjourn the public meeting. Turley seconded, and it was unanimously,

RESOLVED, That the public meeting be adjourned at 2:20 pm.

Acting Secretary, Julie Spencer

Minutes approved by:

President, Tom Cahill